



# Join Us In Measuring Progress

A Monthly  
Assessment Newsletter  
Late March 2004



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
[www.opi.state.mt.us](http://www.opi.state.mt.us)

## 2004 Spring Testing *Important Dates*

<b>April 5</b>	MontCAS, Phase 1—NRT, the Iowa Tests	Last day for school systems to return completed answer documents to the Riverside Scoring Center
<b>March 29- April 16</b>	MontCAS, Phase 2—CRT	2004 criterion-referenced test testing window
<b>April 22</b>	MontCAS, Phase 2—CRT	Last day for school systems to return completed student response booklets to Measured Progress

## Hints for Returning Iowa Test Materials

- Grades 4, 8, and 11 (the on-grades) can be packaged together in one box or envelope, but must be packaged and shipped separately from the off-grades.
- Off grades (those other than 4, 8, and 11) can be packaged together in one box or envelope, but must be packaged and shipped separately from the on-grades.
- Materials for each school system need to be packaged separately. For county superintendents who are test coordinators for more than one system, you need to package each system separately.
- Preslugged building header sheets were included in the pretest package you received in February. Place one building header sheet on the top of each stack of answer documents being returned per school.

- A customized Order for Scoring Services (OSS) was also included in the pretest package. Please remember to place this document in the top of box 1 of your answer documents to be returned for scoring.

## Special Education Student Coding for both the Iowa Tests and the CRT

All students with disabilities, **including students with a speech language impairment only disability**, need to be coded as special education students on both the Iowa Tests and the CRT. Speech only students are students with disabilities under IDEA.

- For the Iowa Tests, bubble SE in the Program grid of the Test Administrator Use Only section of the answer document.
- For the CRT, bubble SE in box H on page 2 of the student response booklet.

## CRT-Alternate

Compact disks containing support materials for the 2004 CRT-Alternate were sent to all system test coordinators early in March. Complete directions for the materials are included on the CD. Please note that the CD has an extra and empty folder on it labeled Grade 4 reading activity, item 17. The materials for the Grade 4 reading activity, item 17, are in another location. Please follow this path on the CD:

- Grade 4 Reading
- Activity Materials
- Adapted Format-Recording Form

In addition, the suggested grade four reading activity utilizes a particular book. The book (*Seaman's Journal: On the Trail with Lewis and Clark*) is available in many school and public libraries. However, because the book is not universally available, the Office of Public Instruction has copies of the book available by request. Please contact Nancy Scow at: [nscow@state.mt.us](mailto:nscow@state.mt.us) or (406) 444-3656.

Passwords for the CRT-Alternate test activities were sent by mail to test coordinators early in February. Test coordinators should make arrangements with special education directors and teachers for the materials and test activities.

## CRT Test Administration Tips

### ➤ Shipments from Measured Progress

System test coordinators should have received their CRT shipments from Measured Progress on the following dates. Please inventory and count your materials immediately. If you have not received your shipment, please contact Judy Snow, [jsnow@state.mt.us](mailto:jsnow@state.mt.us) or 444-3656

- Grade 4 materials—March 22-23
- Grade 8 materials—March 23-24
- Grade 10 materials—March 24-25

If you need additional materials, instructions for online ordering are in your yellow Test Coordinator's Manual in the following places:

- The page following the Table of Contents
- Before the testing checklist on page 1
- Receipt and Inventory of Materials on page 10

If you are unable to place the order online, please email or call Nancy Hall at Measured Progress, [nhall@measuredprogress.org](mailto:nhall@measuredprogress.org) or 1-888-792-2741.

### ➤ Writing on test booklets

- o In Measured Progress shipments, users are directed not to write on the test booklet. Those directions were included to prevent teachers and students from using the test booklets for recording answers; **however, it**

**is appropriate for students to write, highlight, and underline directly in the test booklets. Please remind them to record all answers in the student response booklet.**

### ➤ Guidelines for Timing the test

Although the test is an untimed test, the following guidelines are provided.

- For the 45-minute sessions, extra time of up to 10 minutes is allowed. Anything beyond that is standard accommodation # 3 and should be coded.
- For the 20-minute test sessions, extra time of up to 5 minutes is allowed. Anything beyond that is standard accommodation # 3 and should be coded.

### ➤ Returning to previous sessions

Once a student has finished with a session, the student may not return to a previous session. If a student has extra time left in a session, the student may not return to a previous session and check answers or otherwise work on the items.

### ➤ Coding Reminders

By students—before testing

- Page 1, Boxes A-F if system did not order preprinted booklets

### Coding Reminders (continued)

- Page 2, Box P (Grade 10 only)
- By school personnel—after testing**
- Page 1, Box G—Ethnicity (mark only one)
- Page 2, Box H—Program (mark all that apply)
- Page 2, Box I—Significant Cognitive Disability
- Page 2, Box J—Disabilities (local option)
- Page 2, Box K—Accommodations (mark all that apply)
- Page 2, Box L—Alternate Assessment (mark all that apply)
- Page 2, Box M—Did not participate
- Page 2, Box N—Participation Information
- Page 2, Box O—Exclusions from calculation averages

### ➤ Short answer math items

The Teacher Administrator Manual for each grade contains scripts that the test administrator reads aloud to the students about short answer items. In addition, on the back of the orange Mathematics Reference Sheets for each grade are practice questions. Please advise test administrators to take time to go over the instructions with the students for the short answer items before the students begin the test.

### ➤ Principals verification form

Included in the materials from Measured Progress are Principal's Certification of Enrollment forms for each grade and each school. To complete this form, a principal needs the February 2004 enrollment count that was submitted to OPI.

On March 22, OPI mailed a letter to each school principal with the enrollment count for each grade as submitted to OPI. This letter was intended to assist principals in completing the Certification of Enrollment forms.

### ➤ Entire Academic Year Reminder

The definition of entire academic year is "continuous enrollment from on or before the fall enrollment date (Oct. 6, 2003) through the first day of the school's testing window." A school's testing window for the CRT must fall within the state testing window of March 29 - April 16.

### ➤ Entering Optional Student ID Numbers in the Student Response Booklet

If your system did not order precoded student response booklets, the Test Coordinator's Manual gives directions on page 18 for entering ID numbers. "Use leading zeros to code (left-justified) student ID numbers of less than 10 digits." Place the zeros in front of the number. The same is true for school codes of less than 4 digits.

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## Limited English Proficient (LEP) Students Guidelines for Participation in the Criterion-Referenced Test (CRT)

The United States Department of education has recently issued changes in LEP participation in statewide assessment. These changes will affect participation of LEP students in the 2004 CRT. These changes will make the procedure and processes for the CRT substantially different from those for the Iowa Tests and those included in the CRT Test Coordinator's Manual.

The table that follows is a side-by-side explanation of the procedures for LEP students for the 2004 CRT.

NOTE: Foreign exchange student information and directions in the CRT Test Coordinator's Manual are correct and up-to-date.

A full explanation of the changes is online, [www.opi.mt.us/Bilingual/index.html](http://www.opi.mt.us/Bilingual/index.html). For more information, contact Lynn Hinch, [lhinch@state.mt.us](mailto:lhinch@state.mt.us) (406) 444-3482.

## LEP CONTINUED

	Continuing LEP Students Not First Year in a United States School	First Year LEP Students First Year in a United States School
Definition/Identification	<ul style="list-style-type: none"> <li>A student who has been in a United States School for <b>more than one year</b> and meets one of the following three criteria <b>AND</b> the statement following the criteria:               <ol style="list-style-type: none"> <li>Not born in the United States or whose native language is a language other than English</li> <li>Comes from an environment where a language other than English is dominant</li> <li>American Indian or Alaskan Native and who comes from an environment where a language other than English has had a significant impact on the individual's level of English proficiency</li> </ol> <b>AND</b> also has sufficient difficulty speaking, reading, writing, or understanding the English language to deny such an individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.             </li> </ul>	<ul style="list-style-type: none"> <li>A student who is enrolled for the <b>first time in a United States School in the 2003/2004 school year</b> and meets one of the following three criteria <b>AND</b> the statement following the criteria:               <ol style="list-style-type: none"> <li>Not born in the United States or whose native language is a language other than English</li> <li>Comes from an environment where a language other than English is dominant</li> <li>American Indian or Alaskan Native and who comes from an environment where a language other than English has had a significant impact on the individual's level of English proficiency</li> </ol> <b>AND</b> also has sufficient difficulty speaking, reading, writing, or understanding the English language to deny such an individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.             </li> </ul>
Testing for 2004 CRT	Regular CRT in Math and Reading with or without accommodations as needed	<ul style="list-style-type: none"> <li>Regular Math CRT with or without accommodations as needed</li> <li>Regular Reading CRT with or without accommodations as needed</li> <li>OR an approved English language proficiency assessment (i.e. the Woodcock Munoz or the IPT)</li> </ul>
AYP	Counted in participation rate and scores are averaged for the academic indicator	<ul style="list-style-type: none"> <li>Counted in the participation rate</li> <li>Not counted in the academic indicator</li> </ul>
Coding in Student Response Booklet (SRB)	<ul style="list-style-type: none"> <li>Box H, Page 2, code LEP/ELL</li> <li>Box K, Page 2, code accommodations used</li> </ul>	<ul style="list-style-type: none"> <li>Box H, Page 2, code LEP/ELL</li> <li>Box K, Page 2, code accommodations used</li> <li>Box N, Page 2, code NSAY and NDAY</li> </ul>
Special Instructions	Follow basic instructions in the CRT Test Coordinator's Manual	If student takes an English language proficiency assessment: <ul style="list-style-type: none"> <li>Send copy of the answer document to Judy Snow, OPI, Box 202501, Helena, MT 59620-2501.</li> <li>Bubble one circle of one item in the student response booklet Reading section for the student</li> </ul>

## CRT Testing for Title I Students in Private Nonaccredited Schools

**Attention Title 1 Directors:** If you have a private nonaccredited school with Title I students in your community that needs to participate in the CRT, please contact Judy Snow, [jsnow@state.mt.us](mailto:jsnow@state.mt.us) or (406) 444-3656.

## Testing Windows 2005

The tentative spring 2005 testing windows for MontCAS, Phase 1 and Phase 2 are:

- Phase 1, the Iowa Tests: March 7 - March 25, 2005
- Phase 2, the CRT: March 21 - April 15, 2005

To accommodate the variety of spring breaks, in this tentative schedule, the CRT testing window is four weeks and overlaps the testing window for the Iowa Tests.

## Standard Setting in June and July of 2004

As part of the MontCAS, Phase 2 Criterion-Referenced Tests (CRT), the Office of Public Instruction and its contractor, Measured Progress, will conduct standard-setting sessions June 28 and 29 for the regular CRT and June 30 and July 1 for the CRT-Alternate Assessment. Standard-setting is a process of setting cut scores for the four Montana proficiency levels of Novice, Nearing Proficiency, Proficient, and Advanced. Please give your teachers and administrators these dates for the standard setting and a heads up to watch for the application to participate.

We invite all interested Montana teachers and administrators to apply to participate in this important process. By March 31, superintendents and administrators will receive an application to copy and distribute to educators in their districts and schools. In addition, the invitation and application are posted online, <http://www.opi.state.mt.us/PDF/Assessment/Invitation3.pdf> and <http://www.opi.state.mt.us/PDF/Assessment/AppforStandardSe.pdf>. All applications should be faxed to Measured Progress by Friday, April 23, 2004. The fax number is 1-877-537-5614.

## AYP and CRT Connection

The early March 2004 JUMP newsletter explained that the 2004 criterion-referenced test (CRT) would be the basis for the 2004 AYP calculations. Superintendent McCulloch sent an official email later that week in response to inquiries about safe harbor and the small schools' process. Her purpose for sending the email was to assure schools and districts that the **2004 NRT (the Iowas) would not** be used in any calculations for the 2004 AYP. However, she wanted people to know that earlier NRT data may be needed for Safe Harbor (2003) and for the small schools' process (2002 and 2003).

**For further information, contact:**  
**Judy Snow**  
**State Assessment Director**  
**Montana Office of Public Instruction**  
**PO Box 202501**  
**Helena, MT 59620-2501**  
**(406) 444-3656**  
**[jsnow@state.mt.us](mailto:jsnow@state.mt.us)**